

Meeting Notes
Plan Commission Work Session
September 25, 2018

Reports:

- Maps: Fey brought a new series of topographic maps to illustrate the locations of steep slopes, fragile soils and floodplains in the City; also a regional map of townships, communities and public open spaces
 - Fey will be meeting again with UW map creator to revise further
 - Hoopman will coordinate with County on final revisions of Public Ownership Map

Land Use Draft Objectives:

- Approved moving the community land trust and land banking objective to Housing
- Approved adding a new Goal 2 focusing on infill and new development to increase housing and mixed use opportunities.
- Add a definitions to the Glossary for:
 - Infill
 - Built Environment
 - Sustainable Development

Housing Draft Objectives:

- Approved adding the community land trust and landbanking objective
- Approved adding “well-being” phrase to the Goal to support the city’s efforts at incorporating health throughout the comprehensive plan update
- Housing Committee (action) should define affordability for Bayfield

Introduction (first draft):

- Approved including 2002 paragraph describing the Comp Plan
- Supported paragraphs on planning history and the 2017-18 process
- Approved providing the Public Participation Plan in the Appendix
 - Members encouraged to add any elements that are missing from the list

Issues & Opportunities (outline):

- Clarify Bayfield is WI’s smallest “city” (not municipality)
- “One square mile and 75% historic”
- Describe challenges of being a “gateway” to the National Lakeshore
- Values Statement – approved using “quality of life” definition and other terms listed
 - Sustainability – get definition from the plan, or provide something simple
- New Issues – approved the list, suggested including the orchard diagram of equity
- Overall Goal/Vision – approved incorporating this
- New Goals – Health and Education – should both be included and described here
 - Hoopman will check on whether County has a new CHIP ready in 2018
 - “we need to have a healthy school to have a healthy community”

- Trends – approved using NWRPC observations, with some edits
 - Millennials want access to good health care
 - State government impediments (2010-2018) should include:
 - Diminishing support for local governments
 - Cuts to education budgets and aid to K-12
 - Usurping local control - over land use decisions?

Implementation (outline):

- Approved Introduction, Process, Monitoring Progress and Limitations paragraphs
- Add “volunteer” to first sentence of Integration & Consistency paragraph
- Acknowledged that revisiting the Comp Plan every 5 years will be helped by committee development of workplans and annual budget discussions.

Land Use Maps:

- Zoning districts have not changed since last Comp Plan, but change
 - Remove “dump”
 - Explain the categories
- Use storm sewer system as the “infrastructure map”
- Check that categories and their colors are somewhat consistent
- Clarify terminology in map legends wherever possible
- Existing Land Use Map 2018
 - Burkel will send corrections (some noted during meeting)
 - add watercourses
- Proposed Future Land Use Map for 2018
 - Categories should include:
 - Residential (whether single or multi-family)
 - Commercial
 - Public Uses (state, county, city, private)
 - Mixed Use
 - Protected Open Space
 - Add ravines/floodplain areas (flats, too?)
 - “Potential Street Design” in NW corner, consider dashed lines

Next Steps/Calendar:

Currently scheduled Plan Commission meetings and proposed topic areas:

October 9 Work Session: Finalize full draft text and maps if possible

October 23 Work Session: Finalize full draft text and maps if needed; hold the date

November 13 Work Session if needed. If committees have not all reviewed the draft, consider scheduling for November 20th or 27th

November 27 Regular meeting; could be used to hold a public hearing and make

final recommendations to the Council if committee referrals are completed

The Common Council is currently scheduled to meet on October 15th for budget discussions – but this timing is somewhat dependent on the availability of an outside auditor and the date of this meeting is uncertain. The Plan Commission considered scheduling another Work Session that morning if final revisions weren't completed on October 9th, so its Resolution regarding the Comp Plan Update could be introduced that evening. Fey has a conflicting meeting in Madison on this date.

Fey suggested an alternative schedule if the October 9th Work Session is not sufficient for finalizing the draft plan. Maintain the current schedule and hold the Work Session on the morning of **October 23rd**, at which the “final-final” draft could be reviewed; at the Plan Commission’s regular meeting at 4pm, make sure the Agenda includes action on the statutorily required Resolution asking for adoption of the Comp Plan that can be voted on. Finally, schedule a Special Meeting of the Common Council at 5:30 or 6pm that evening, making sure the remaining two members (Bryant and >>>>) can attend; request that the Common Council introduce the Resolution and refer it to the relevant boards and commissions for review before Thanksgiving (November 22nd). That would allow a full month for review and public input

Potential schedules for the plan’s final adoption would be:

If the draft plan is forwarded from the Plan Comm on 10/9:

October 15 – introduction and referral to appropriate city committees

October/November – committees review and suggest potential revisions

November 13 – Council opens a public hearing and considers input from committees that have reviewed (then recessed public hearing)

or waits until all recommendations/revisions have been received

December 10 (or possibly later in the month if necessary) – Council opens (or completes) public hearing on Comp Plan, makes final revisions and votes to adopt the Update and its maps

If the draft plan is forwarded by the Plan Commission on October 23:

8-11am: Plan Commission Work Session – finalize draft text and maps

4-5pm: PC Regular Meeting – vote to forward Resolution to Common Council

6pm: Common Council Special Meeting – invite members Bryan and Nelson to join members Johnson and Burkel, and Mayor Ringberg for the sole purpose of

Introducing the statutorily required resolution to adopt the Comp Plan Update, and to refer the draft text and maps for review by pertinent boards and committees

Staff will determine which boards and committees should actively review the draft plan. While some of these bodies would not ordinarily schedule a meeting until a draft plan was available for review, it’s important to make sure they schedule meetings between October 24th and November 20th (early in the Thanksgiving week) in anticipation that one of the potential schedules is followed. Comp Plan review should be on their Agendas and the draft plan provided as far in advance of their meetings as possible. Each body will be voting on a “recommendation to approve the Comp Plan Update” with possible revisions as specified. Staff will collect committees’ input for final review by the Plan Commission and Common Council at their public hearings and votes in November/December.

Whatever the meeting schedule of city boards, committees and council, it's important to provide notice to the community that the process is reaching its final draft stage and there will be opportunities for public input and review.

- Hoopman will draft a notice for the next quarterly utility bill
- Final draft, as forwarded by the Plan Commission to the Common Council, will be posted to the City's website
- Feedback may be sent to cityclerk@cityofbayfield.com